



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 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 and Policy Officer

in DG RTD – European Commission

Job title: Legal and Policy Officer

Domain: Science and Research

Where: Unit RTD H.4 –Common Service for Executive Agencies & Funding Bodies, Brussels

Function Group: FG IV

Contract Type: 3b

Express your interest until: 31.10.2025 – 12.00 (noon, Brussels time)

WE ARE

The mission of the Directorate-General (DG) for Research & Innovation (R&I) is to design and implement R&I policies and programmes in collaboration with Member States, international partners, stakeholders and citizens. By mobilising relevant policy measures, such as R&I programmes, investments and regulations, the DG fosters the creation of new knowledge and game-changing innovation supporting the EU's priorities, notably the green and digital twin transition. The aim is to generate a high scientific, technological and societal impact, built on scientific evidence and relevant input from citizens.

Directorate H “Common Implementation Centre” (CIC) in DG for Research & Innovation designs the strategy and provides the framework for the coherent and simplified implementation of EU R&I programmes. It drives the digital transformation, harmonises project life-cycle management across the Commission and maximises synergies between EU programmes. It provides comprehensive services and advice on legal, audit, business process and IT issues, including on a corporate level – involving more than 60 EU funding programmes.

Within the CIC, Unit RTD.H.4 – the Common Service for Executive Agencies and Funding Bodies – is the central liaison service with the Executive Agencies and Joint Undertakings implementing R&I programmes. The unit is at present composed of 16 staff members organized mainly in two teams, dealing with Joint Undertakings on the one hand, and Executive Agencies on the other. Moreover, the unit hosts a small cell of two colleagues contributing to the client centricity project, aimed at making access to EU funding more user-friendly.

RTD.H.4 supports the Commission services in charge of their supervision and monitors horizontal matters relating to the functioning of these implementing bodies. In addition, the unit also steers projects to improve the functioning of those bodies and their cooperation with the Commission. Current priorities are the upcoming revision of the landscape for the Executive Agencies and Joint Undertakings for the start of the next Multiannual Financial Framework (MFF): We are steering and coordinating the triennial evaluation of the Executive Agencies, we will be involved in the “cost



benefit analysis” to decide on the externalisation of direct programme management under the next MFF and we will co-lead the drafting of the Basic Act creating the next generation of Joint Undertakings. We are also rethinking and improving the supervision of the implementing bodies by increasing the collaboration between parent DGs, and introducing a more data-driven, structural approach. In addition, the cell working on client centricity is setting up a client relationship management system, as well as developing new functionalities for the EU Funding & Me mobile app.

In terms of working culture, we are a committed, customer-oriented and inclusive team with flat hierarchies, open communication and a great team spirit. What unites us is our drive to make a tangible impact by optimising structures and processes and contributing to a smooth functioning of the implementing bodies.

WE PROPOSE

Unit H.4 of DG RTD is seeking to hire a Legal and Policy Officer monitoring the functioning of the implementing bodies, proposing solutions to issues of horizontal nature, but also spotting opportunities. The position comes with a high degree of autonomy and scope for initiative. The successful candidate will be in touch with many internal and external stakeholders (policy units in the research family, central services, implementing bodies).

In terms of projects, notably in preparation of the next Multiannual Financial Framework, the successful candidate would be in charge of:

- Contributing to the upcoming cost-benefit analysis to define the future landscape for the implementation of directly managed programmes, in close cooperation with DG BUDGET, DG HR and SECRETARIAT-GENERAL;
- Making the new organisational set-up operational, by drafting the respective Commission decisions delegating the implementation tasks, and setting up a lean and coherent supervision and cooperation framework (simplifying the Executive Agency Guidelines and Memoranda of Understanding existing today);
- Analysing pertinent legal questions in relation with the externalization exercise and propose creative and pragmatic solutions.

Recurring tasks include:

- Monitoring the operations of one or more Executive Agencies, becoming the key interlocutor for the relevant policy unit(s) and colleagues in the agency and building up relevant expertise (“portfolio management”);
- Providing advice on administrative, financial or other horizontal issues arising and ensuring a harmonised interpretation and implementation of the applicable provisions, while also proactively proposing structural measures to keep issues from arising in the first place;
- Examining any legal questions arising in relation with the Executive Agencies and providing advice on how to proceed, taking into account the bigger policy and implementation context;
- Cooperating closely with central services (BUDGET, SECRETARIAT-GENERAL, HR), horizontal services within DG RTD (esp. CIC and CPC) and horizontal services in other parent DGs to ensure compliance, align and establish best practices.



WE LOOK FOR

We are looking for a colleague with a keen interest in understanding the functioning of the funding bodies, the ability to analyse complex issues and a drive to propose not only solutions but also structural improvements, also with a view to the upcoming new Research Framework Programme.

The ideal candidate should:

- have a pragmatic and solution-oriented mindset, and take initiative;
- have strong analytical skills and an eye for detail;
- have excellent (legal) drafting skills and be able to translate complex ideas into clear and concise language;
- be well organized, have the capacity to work on different issues and deliver quality work under often tight deadlines as well as sense of initiative and flexibility;
- be a strong networker with good oral presentation and coordination capacities.

A legal background and/or experience related to the Executive Agencies and/or experience with the current or past research framework programmes would be considered a strong 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 RTD-H4-CA-APPLICATIONS@ec.europa.eu indicating the call for interest reference EC/2025/RTD/197511 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.

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>).



➤ **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 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 1 year**. Subject to the interest of the service, the contract may be renewed one or more times up to a maximum duration of 6 years.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

⁴ Therefore, candidates who did not pass already a CAST on the level Function Group IV, should register their profile at this [address](#).



Contract agents recruited in Function Group IV 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.