



## **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 or move between different policy areas in 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.

## **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](#)

---

<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

## in DG RTD – European Commission

**Job title:** Legal officer

**Domain:** Law

**Where:** Unit RTD.H.1 – Common Legal Support Service, Brussels

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 21.10.2025 – 12.00 (noon, Brussels time)

### WE ARE

---

The Common Legal Support Service (CLSS) is part of Directorate RTD/H 'Common Implementation Centre' in the Directorate-General for Research and Innovation. It drafts the Rules for Participation of the Framework Programmes and ensures their coherent interpretation for all implementing bodies. It acts as a liaison between the R&I DGs and the Legal Service and the Directorate-General for Budget (DG BUDG). It provides legal advice on the programme design and implementation, drafts legal acts, and provides support during inter-institutional procedures. It also drafts Commission decisions and guidelines.

The CLSS offers legal advice and support covering the entire project life cycle and complaints. In addition, it provides legal advice on horizontal issues such as legal procedures, international cooperation, intellectual property rights, ethics and research integrity, and inter-institutional matters.

Within the CLSS, the 'Complaints and Litigation' sector covers a variety of issues:

- We support and advise the Legal Service on the preparation of cases before the European Court of Justice in Luxembourg. We also advise and assure consistency of the legal arguments related to Court cases under the responsibility of Commission Executive Agencies in the field of the Research Framework Programmes.
- We draft or provide the legal validation on replies to the European Ombudsman on complaints concerning DG RTD or other R&I family members.
- We draft and adopt Commission decisions on legality review requests ('article 22' appeals) concerning acts of executive agencies for the whole Horizon Europe Programme,
- We centralise and draft the replies to all requests for access to documents received by DG RTD
- We provide legal advice on specific legal questions relating to the launch, evaluation and grant finalisation of actions in the Research Framework Programmes; admissibility/eligibility of project proposals, procedures, experts and and Conflict of interest issues.



## **WE PROPOSE**

---

An interesting and multi-faceted position as administrative assistant in the 'Complaints and litigation' sector of the Common Legal Support Service, a dynamic and friendly sector of 12 colleagues with a pleasant and collaborative work atmosphere.

The successful candidate will be able to get an overview of a broad range of files. The job also involves contacts throughout many Commission departments due to the coordination role of the Common Legal Support Service within the Research and Innovation Family which includes different DGs, Executive Agencies and Joint Undertakings.

The functions and duties of the post include:

- Handling of complaints related to proposals, evaluation, grant preparation, and Commission Decisions against Executive Agencies' acts (Articles 22 Reg. 58/2003).
- Provision of legal advice on questions relating to Admissibility/eligibility of project proposals, notably Eligibility in calls, Obvious clerical errors, Misrepresentation or failed submission
- Provision of legal advice on Grant preparation (GAP), such as questions relating to legal and financial validation of legal entities, changes in Proposals during GAP or termination of GAP
- Provision of legal advice on potential exclusion/non-exclusion situations, early detection cases, notably support to EDES panel consultation, coordination with DG BUDG and LS
- Provision of legal advice on Research Procurement
- Drafting of replies to the internal and external questions sent to the unit's helpdesk.

## **WE LOOK FOR**

---

The ideal candidate should have completed university studies in law and experience in the legal design and implementation of a Union spending programme. She/he should also possess an experience in the treatment of horizontal legal questions in the area of EU research and innovation policy as well as a thorough knowledge of the rules governing the audit process of Union funded actions.

Well-developed people management, analytical, problem-solving and drafting skills as well as motivation, initiative and flexibility are desirable. Good communication and presentation skills are essential as well as a very good command of English (oral and written) and preferably also French are required; other languages are definitely an 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-H1-CA-APPLICATIONS@ec.europa.eu](mailto:RTD-H1-CA-APPLICATIONS@ec.europa.eu) indicating the call for interest reference EC/2025/RTD/443345 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 EU<sup>2</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>3</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

---

<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).

<sup>3</sup> 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 database<sup>4</sup> 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).

---

<sup>4</sup> 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.