



## **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 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](#)

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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

## in DG RTD – European Commission

**Job title:** Legal officer

**Domain:** Science and Research

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

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 03.04.2026 – 12.00 (noon, Brussels time)

### WE ARE

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Our unit, H1 the "Common Legal Support Service" is part of Directorate RTD/H "Common Implementation Centre" in the Research and Innovation Directorate General.

The unit 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 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 model grant agreements and specific guidance. 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 international cooperation, intellectual property rights, ethics and research integrity, and inter-institutional matters.

### WE PROPOSE

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An interesting and challenging position of Legal officer within the Sector *Financial issues and Model Grant Agreements* of the CLSS whose functions and duties would be to:

- Provide legal advice to DG R&I, other R&I DGs, Executive Agencies and Joint Undertakings on the interpretation and implementation of the legal framework of EU Research Framework Programmes.
- Provide legal and financial advice during grant agreement implementation (Horizon Europe, Horizon 2020 and previous programmes), notably on cost eligibility (including personnel and SME owner's unit costs, IKOP/IKAA<sup>2</sup>), financial reporting and audits, forms of funding, amendments, terminations, and financial corrections.

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<sup>2</sup> In-kind contributions to Operational activities/ In-kind contributions to Additional Activities



- Provide legal advice on research infrastructures (including Annex 5 HE MGA (Horizon Europe Model Grant Agreement) access rules), co-funded partnerships and financial support to third parties, synergies and cumulative funding/transfer mechanisms, and specific MGA rules for Joint Undertakings (including IPR (Intellectual Property Rights) aspects).
- Draft replies to helpdesk queries, deliver training, contribute to strategic reflections, and support the use of AI-based tools (e.g. Wizard) in grant management and legal analysis.
- Contribute to the drafting, revision and updating of Model Grant Agreements (MGAs), including adaptations for Joint Undertakings and co-funded partnerships.
- Support the development and clarification of rules on cost eligibility, forms of funding and Annex 5 HE MGA provisions.
- Provide legal input to ensure coherence, simplification and consistency across programme documents and funding instruments.
- Deliver internal trainings and contribute to external events (e.g. Coordinators' Days, outreach and Horizon Europe communication campaigns).
- Prepare presentations and guidance material on legal and financial topics, including funding models, synergies and digital/AI tools.

## **WE LOOK FOR**

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The ideal candidate should have completed university studies in law and have proven experience in the legal design and implementation of Union spending programmes, in particular in the area of EU research and innovation (Horizon Europe, Horizon 2020 or similar). She/he should demonstrate solid expertise in the interpretation and application of Model Grant Agreements (MGAs), including cost eligibility rules (e.g. personnel and SME owner's unit costs, IKOP/IKAA), forms of funding, and Annex 5 HE MGA provisions.

Experience in handling horizontal legal and financial questions is desirable, notably in relation to research infrastructures, co-funded partnerships, financial support to third parties, and synergies/cumulative funding mechanisms.

A good understanding of the specific legal frameworks applicable to Joint Undertakings, including IPR aspects, is considered an asset. Familiarity with audit processes of Union-funded actions and related financial control mechanisms is required.

The candidate should also be comfortable working with digital solutions and show interest in the use of AI-based tools supporting legal analysis and programme implementation. Well-developed analytical, problem-solving and drafting skills are essential, together with a high level of motivation, initiative and flexibility. Strong communication and presentation skills are required, including the ability to explain complex legal and financial concepts to diverse audiences. An excellent command of English (oral and written) is required; a good knowledge of French is an advantage, and additional EU languages are considered an asset.



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

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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 to [RTD-H1-CA-APPLICATIONS@ec.europa.eu](mailto:RTD-H1-CA-APPLICATIONS@ec.europa.eu) by the publication deadline indicating the call for interest reference EC/2026/RTD/443346 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>3</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>4</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>3</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>4</sup> For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



### ➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database<sup>5</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.

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<sup>5</sup> Therefore, candidates who did not pass already a CAST on the level Function Group IV, should register their profile at this [address](#).



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).

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.